

**Eslam Hesham Abdelrazik**  
3st. Abdelmegid shaaban, shubra, Cairo



## OBJECTIVE

Seeking a challenging job opportunity in a competitive work environment in which can explore my potential, add to my knowledge, and use my experience and education to help the company surpass its goals.

## PERSONAL DATA

- Date of Birth: 24/4/1994
- Marital status: Single
- Military service: Exempted
- Nationality: Egyptian

## LANGUAGE SKILLS

- Arabic: Native language
- English: Proficient user

## EDUCATION

- (2012) Diploma of Business high school (3 years)
- (2016) Bachelor of Business Administration major Accounting at Al Alson High Institute (4 years)
- (2017) Human Resources (HR) Diploma from **Egycham** Center



## COMPUTER SKILLS

- Proficient user at Adobe Photoshop
- Ms. Office

## PERSONAL SKILLS

- Self-motivated
- Communication skills
- Negotiation skill
- Presentation skills

## WORK EXPERIENCE

- Currently working in the El-Masria Auto Company as a human resources specialist from **8/7/2018** still now.
- Birti Al - Baddar Company from **24/2/2017** to **26/4/2018**.
- Photographer and Photoshop editor (private business).
- Accounting training.
- Freelancer designer.



*Eslam Hesham*  
photography

## RESPONSIBILITIES

- 1- Implementation of general lines of the company - According to labor law
- 2- Daily follow - up of attendance and absence of staff.
- 3- How to Dealing with the Fingerprint (ZKVERDY) device and 2B and Softex HR system.
- 4- Conducting first round of telephonic interview for the candidates to schedule interviews.
- 5- Doing the first interview for some jobs in white or blue collars jobs.
- 6- doing schedule about New Employees & Resignations.
- 7- Monthly report on the rate of resignation and new employees.
- 8- Data Entry of new Employees in Soflex and 2B HR software.
- 9- Coordinating the official working hours of the company.
- 10- Implement performance review procedures (e.g. quarterly/annual)
- 11- Work Monthly Discounts for salaries.
- 12- Providing of the new hired needed positions for all branches
- 13- Doing HR letters For All the Employees
- 14- Resolving grievances or queries that any of the employees